

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CASE MANAGER III -
Recovery Support Specialist

SALARY GROUP: B15

DEPARTMENT: Rehabilitation Programs Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Geralyn Engman DATE: 09/21/2016

POSITION #: 045335

I. JOB SUMMARY

Performs highly complex case management work. Work involves reviewing and tracking case management activities; and assisting in developing program goals, objectives, and procedures. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Administers required offender tests and evaluations and interviews offenders to gather information to identify and assess service needs; participates in treatment team meetings; provides resource information for reentry planning; and conducts release planning with offenders.
 - B. Coordinates program and volunteer activities; develops plans for community support; assists with contacting external organizations; and assists with intra-agency and inter-agency service coordination and referrals.
 - C. Documents offender case records and prepares and reviews reports and evaluations; develops and maintains offender information and progress records and prepares related reports; and compiles and analyzes data and prepares summary reports.
 - D. Assists in developing policies and procedures; assists in developing program schedules; assists with program monitoring and evaluation; identifies problem areas, service gaps, and areas that are barriers to services for clients; and prepares reports on program activities.
 - E. Develops, presents, and conducts presentations and orientations; and prepares and presents educational materials in individual and group settings.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Behavioral Science, Education, Criminal Justice, or a related field preferred. Each year of full-time, wage-earning case processing, case management, social services, criminal justice, recovery coaching, or trauma-informed care experience may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Case processing, case management, social services, criminal justice, recovery coaching, or trauma-informed care experience preferred.
3. Computer operations experience preferred.
4. Report writing experience preferred.
5. Governmental agency experience preferred.

B. Knowledge and Skills

1. Knowledge of case management principles, objectives, standards, and methods.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes to include those relevant to confidentiality of information preferred.
3. Knowledge of agency rules and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Knowledge of motivational interviewing concepts and techniques preferred.
5. Knowledge of human trafficking and prostitution victimization treatment principles, methods, techniques, and practices in correctional rehabilitation programs preferred.
6. Skill to assess offender needs and to coordinate services to address identified needs.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in problem-solving techniques.
11. Skill to prepare technical, managerial, and statistical reports and publications.
12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill to gather, review, and analyze information and data.
14. Skill in interviewing and conducting individual assessments.
15. Skill to plan work to meet established guidelines.
16. Skill in motivational interviewing preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, dolly, telephone, and automobile.